



Opportunities to Connect, Contribute and Care for Each Other

**Health Education Assistant
AmeriCorps Member**

Organization:

East Valley Adult Resources (EVAR) provides a larger array of programs and services for those 55 years and older than any other nonprofit in the Valley. EVAR wants to ensure opportunities for adults to be involved on all levels – “fit to the frail.” From our Active Adult Centers to in-home care we provide a network of tools for successful aging. EVAR feels that health promotion and education is an integral part of providing preventive social services. From a long-term perspective, this enhanced direction will provide education to those suffering from chronic disease in order that they may have improved communication with physicians, increase exercise, symptom management and better general health.

Primary Responsibilities:

Within the scope of the organization’s mission and under general supervision and guidance from the Development Associate, the Health Education Assistant is responsible for facilitating and planning health education/promotion classes at EVAR’s centers and other local community centers.

General Duties:

1. Understands and communicates the goals of East Valley Adult Resources (EVAR) as related to health education. Supports the EVAR mission and values and is knowledgeable about programs and services. Works to uphold / reinforce the confidentiality policy and the mission of the agency.
2. Complete the training for the Chronic Disease Self-Management Program. The training will be conducted by the Arizona Living Well Institute (ALWI).
3. Facilitate classes in Chronic Disease Self-Management Program at various locations in the East Valley.
4. Increase the number of health education classes (Vital Signs) and the attendance by increasing variety, class interaction & healthy eating demonstrations on a regular basis.
5. Locate and develop incentives for the participants, i.e., healthy products, etc.

6. Explore and implement spin-off health concerns, i.e., education on arthritis, exercises to improve their specific health condition(s) and ways to enhance the nutrition in their day-to-day lives.
7. Maintain relevant records of all health education activities.
8. Ability to work independently, proactive thinking, complete assignments and reports in a timely manner.
9. Locate, or create and use opportunities to promote community awareness.

Qualifications: (Training will be provided where required):

- Knowledge of community resources, general knowledge of safety and health issues of older adults.
- Ability to work independently and proactively with participants.
- Flexible to work special events as assigned.

Requirements:

1. Preference will be given to candidates who are 55 years of age or older
2. U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
3. Must successfully pass a background check by Mesa United Way.
4. Have ability to obtain/maintain a DPS fingerprint clearance card

Qualifications:

Two to four years of work experience human service/nursing field and experience that demonstrates ability to work effectively with older adults is required. Must be capable of obtaining a CPR & First Aid Certification, Valid Arizona Driver's License and automobile liability insurance coverage (use of personal vehicle required to fulfill some job functions). Must be computer and web literate (Demonstrated competencies in Microsoft Office Suites (Word, Excel, Internet), computer programs.

Hours to Volunteer: Average of 20 hours per week. Must complete 950 hours of service between September 1, 2014 and August 31, 2015.

Location: East Valley Adult Resources, 45 W. University Drive, Mesa AZ 85201.

Reports to: Kim Brooks, Development Associate

East Valley Adult Resources and Mesa United Way are equal Employment opportunity employers and seek to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristic protected by law.